

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS

JOB VACANCY POSTING

POSTING NUMBER: HR-0110

ISSUE DATE: February 24, 2015

TITLE: SENIOR MANAGEMENT ASSISTANT

CLOSING DATE: March 10, 2015

DIVISION/UNIT: Housing and Community Resources/Office of Low Income Energy Conservation

LOCATION: 101 South Broad Street
Trenton, New Jersey

SALARY RANGE: P21 \$51,529.95 - \$72,953.46

POSITION(S): 1

DISTRIBUTION: DEPARTMENT

DESCRIPTION OF MAJOR DUTIES: Under the direction of a manager in a state department, institution or agency, or within a local government jurisdiction, provides varied, complex administrative services in support of a manager(s) within the area of assignment; assists in the coordination of management/administrative activities of an assigned unit or work area; does other related duties.

EXPERIENCE: Two (2) years of experience performing complex administrative support work which must have included the interpretation, verification and/or application of department/agency rules, regulations, policies and procedures.

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

X A promotable eligible exist within the unit scope.

Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number to:

Office of Human Resources
New Jersey Department of Community Affairs
HR#0010
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to: resume1@dca.state.nj.us

Interviews will be granted on the basis of the resume. Applicants with classification experience preferred.

NOTE: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment.

The New Jersey Department of Community Affairs is an Equal Opportunity Employer